

**RULES
OF
THE STATE BOARD OF EDUCATION**

**CHAPTER 0520-2-4
LICENSURE**

TABLE OF CONTENTS

0520-2-4-.01	General Information and Regulations	0520-2-4-.10	Requirements for Endorsements, Grades K-12, on a Teacher License
0520-2-4-.02	Types of Licenses and Certificates	0520-2-4-.11	Reserved
0520-2-4-.03	Alternative Licenses, Interim Licenses, and Permits	0520-2-4-.12	Requirements for the Professional School Service Personnel License
0520-2-4-.04	Application for the Teacher License	0520-2-4-.13	Requirements for the Occupational Education License
0520-2-4-.05	The Praxis Series: Professional Assessments for Beginning Teachers	0520-2-4-.14	Renewal of Teacher Licenses
0520-2-4-.06	Reserved	0520-2-4-.15	Renewal of Administrator Licenses
0520-2-4-.07	Requirements for Endorsements, Grades K-8, on a Teacher License		
0520-2-4-.08	Reserved		
0520-2-4-.09	Requirements for Endorsements, Grades 7-12, on a Teacher License		

0520-2-4-.01 GENERAL INFORMATION AND REGULATIONS.

- (1) Securing a License or Certificate. The educator shall be responsible for securing a license or certificate, verifying its accuracy, maintaining its validity, registering it with the employing board of education, and meeting the requirements of T.C.A. §49-5-101. Teaching contracts are invalid if a license is allowed to lapse.
- (2) Duration of License or Certificate. A license or certificate is valid as of the date of issuance. The duration of a license or certificate is calculated as beginning the September 1 preceding the issuance, except the duration of a license or certificate issued after March 1 will be calculated as beginning the September 1 following the issuance.
- (3) Change of Name. If the holder of a license or certificate changes his or her name by legal means, the holder must report such changes to the Office of Teacher Licensing and Certification.
- (4) Duplicate License or Certificate. A duplicate license or certificate may be obtained when the original has been lost or destroyed. The applicant must submit a notarized application to the Office of Teacher Licensing and Certification.
- (5) Correspondence and Extension Credit. Credit earned by correspondence and extension instruction with a member of the National University Extension Association or the Teacher College Association for Extension and Field Services shall be accepted for licensure purposes to the extent of one fourth of the amount of credit necessary for the particular license desired.
- (6) Experience in Lieu of Student Teaching. An applicant for a license based on at least a bachelor's degree may present evidence of 3 years of successful teaching experience in an approved school or an NAEYC accredited early childhood education program at the grade level of work authorized by the endorsement sought in lieu of student teaching.
- (7) Military Service.
 - (a) The duration of a license may be extended from the date of termination of military service for the number of years, not to exceed four, which the holder spent in military service during the life of the license. Four calendar months military service during any school year shall be counted as a full year for purposes of extending the license.

(Rule 0520-2-4-.01, continued)

- (b) The five years preceding the issuance of a teacher license, within which time academic credit must be earned, shall not include the years spent in military service.
- (8) Validation of Credit from an Unapproved Institution.
 - (a) Credit from an unapproved institution may be accepted for licensure when such credit has been accepted in full on a transcript by an approved institution for advanced standing toward a degree, provided that not less than 8 semester hours of satisfactory work has been completed in the approved institution.
 - (b) Degree or credit from an institution accredited by a regional accrediting association but not approved for teacher education will be accepted.
 - (c) An applicant who holds the bachelor's degree from an unapproved institution and has otherwise met all of the requirements for a license may validate the degree and apply for a license as follows:
 - 1. Enter an approved graduate school and complete a minimum of one semester in an approved teacher education program.
 - 2. Secure from said graduate school a properly certified statement to the effect that all deficiencies and/or probations have been met.
- (9) Denial and Revocation of License.
 - (a) Denial of License. To the extent allowed by applicable state and federal law, including, but not limited to, the Americans with Disabilities Act and T.C.A. §8-50-103, any person making application for a license may be denied such license if the person (1) is found to be addicted to the use of intoxicants or narcotics, (2) has been convicted of a felony, including conviction on a plea of nolo contendere, (3) has been found to have falsified or altered documentation required for licensure, or (4) is found to have been denied a license or certificate to teach in another jurisdiction for good cause.
 - (b) Revocation of License. To the extent allowed by applicable state and federal law, including, but not limited to, the Americans with Disabilities Act and T.C.A. §8-50-103, a person may have a license or certificate revoked upon proof of immoral conduct, conviction of a felony, including conviction on a plea of nolo contendere, improper use of narcotics or intoxicants, conviction of possession of narcotics, discovery of fraudulent misrepresentation of documentation required for licensure or certification, alteration by the educator of the license or certificate, or for other good cause.
 - (c) Restoration of License. A person whose license or certificate has been denied or revoked under parts (a) or (b) may have the license or certificate issued or restored upon application showing that the cause no longer exists or, in the case of a felony, that at any sentence imposed, including any probationary period, has been completed. Application for such issuance or restoration shall be made to the Office of Teacher Licensing and shall be approved at a regularly scheduled meeting of the State Board of Education.
 - (d) Notice of Hearing. Any person whose license or certificate is to be denied or revoked under parts (a) or (b) or who is refused a license or certificate under part (c) shall be entitled to written notice and an opportunity for a hearing to be conducted as a contested case under the Tennessee Uniform Administrative Procedures Act, T.C.A. §4-5-301, et seq.
 - (e) Notification of Office of Teacher Licensing and Certification. It is the responsibility of the superintendent of the employing public or non-public school or school system to inform the

(Rule 0520-2-4-.01, continued)

Office of Teacher Licensing and Certification of educators who have resigned, have been placed on leave or have been dismissed for reasons stated under part (b). The reporting superintendent shall notify the Department of any final decisions resulting from legal action affecting the continued employment or licensure of the educator.

(10) Licensure for Applicants Trained in Other States.

- (a) Tennessee has adopted the provisions of Interstate Agreement on Qualification of Educational Personnel as proposed by the National Association of State Directors of Teacher Education and Certification (NASDTEC). Participation in this agreement is evidenced by signed reciprocal contracts between Tennessee and other individuals participating states as defined by the Interstate Certification Project (ICP).
- (b) Licensure may be awarded to applicants from states which are not parties to the ICP but which are accredited by or affiliated with the National Council for Accreditation of Teacher Education (NCATE) on the same basis as those applying from states which are party to the ICP agreement.
- (c) Licensure may be awarded applicants not covered by (a) or (b) above on the same basis as those applying from states which are party to the ICP agreement if one of the following conditions is met:
 - 1. The applicant has received a recommendation from a teacher education institution which is NCATE approved; or
 - 2. The Tennessee Department of Education has reviewed a state's program for approval of teacher education institutions and has found the program to be acceptable for purposes of granting full licensure in Tennessee, or
 - 3. The applicant has been certified by the National Board for Professional Teaching Standards.
- (d) The application for licensure must be accompanied by a set of official transcripts supplied by all institutions attended by the applicant.
- (e) Licensure will be awarded in all endorsement areas (the areas most similar to those awarded in Tennessee), which are reflected on the full, currently valid teaching credential(s) supplied by the other qualifying state(s) and the area most closely related to the area of certification by the National Board for Professional Teaching Standards.
- (f) Applicants meeting all requirements and having at least one year of acceptable teaching experience in another state will be issued the out-of-state teacher license. Those meeting all requirements but having less than one year of acceptable experience will be issued the apprentice teacher license.
- (g) No endorsement which requires the master's degree or above as part of its requirements may be awarded to an individual not possessing said degree.
- (h) Applicants with an out-of-state endorsement in a teaching area covering a grade span that is more narrow than the comparable Tennessee K-12 teaching endorsement, shall be awarded the Tennessee endorsement provided that at least one of the following conditions has been met:
 - 1. The applicant has at least one year of documented successful teaching experience in the grade span not covered by the out-of-state endorsement in a school approved by the appropriate state governing body and a positive recommendation from the school system; or

(Rule 0520-2-4-.01, continued)

2. The applicant has six hours of course work in current content in the teaching area in the grade span not covered by the out-of-state endorsement.

(11) Licensure for Exchange Teachers.

- (a) Purpose. The international exchange teacher license is a professional, time-limited license designed to allow eligible teachers from other nations to teach in Tennessee schools for up to three consecutive years. The license is not renewable after the third year. The intent of this license is to provide a three-year cultural exchange opportunity for Tennessee students and international teachers. If the teacher wishes to remain beyond the third year, the teacher must satisfy all requirements for regular teacher license.

- (b) International Teacher Exchange License

1. To qualify for the international teacher exchange license, an applicant shall meet the following requirements:
 - (i) Hold primary citizenship outside the United States;
 - (ii) Hold the U.S. equivalent of a bachelor's degree or higher;
 - (iii) Hold a foreign teacher credential in a field comparable to that recognized in Tennessee;
 - (iv) Demonstrate proficiency in English;
 - (v) Provide verification from a Tennessee director of schools of intent to employ; and
 - (vi) Provide a recommendation by the government of a country with whom the Department of Education has signed a memorandum of agreement or by a recognized international exchange program.
2. Mentoring Requirements. The employing school shall establish a mentoring system providing international exchange teachers with: an orientation to the school; guidance in the basic principles of curriculum, instruction, and classroom management; appropriate resources; and on-going induction support as the teacher adjusts to professional expectations and the school situation.
3. Local Evaluation. The employing school shall annually evaluate the teacher using a method approved by the state board of education. Continued employment under the license shall be contingent on the teacher's successful evaluation.
4. Validity Period. The international teacher exchange license is valid for three years and is non-renewable. The validity period begins on the date all application requirements for the license are met or July 1, whichever is more recent, and expires on June 30, three years later. If the applicant is employed between January 1 and June 30, the validity period begins on the first day of the month of employment and expires June 30, three years later.

- (12) Approval of Teacher Education Programs and Institutions. All programs of teacher education and the institutions providing these programs must be approved by the State Board of Education. This shall be done according to standards and procedures established by the State Board of Education.

- (13) Admission to Teacher Education Programs.

(Rule 0520-2-4-.01, continued)

- (a) Each institution of higher education offering teacher education programs will develop and submit to the State Department of Education a description of its admissions procedures, taking into account the Teacher Education Policy (January, 1988, as the same may be amended), National Council of Accreditation of Teacher Education (NCATE) standards, and guidelines promulgated by the State Board of Education.
- (b) Praxis I, an assessment of academic skills, will be used as a part of the admissions process for entrance into teacher education. Praxis I offers two testing formats, the Pre-Professional Skills Test (PPST) in a paper-and-pencil format and the Computer-Based Academic Skills Assessments in a computer delivered format. Either form is acceptable.

1. Candidates seeking admission to approved teacher education programs in Tennessee colleges and universities shall attain scores as follows on either the Pre-Professional Skills Tests or the Computer-Based Academic Skills Assessments.

	Pre-Professional Skills Tests	Computer-Based Academic Skills Assessments
Mathematics	173	318
Reading	174	321
Writing	173	319

2. Candidates who fail to pass any required subtest(s) of the PPST may retake such subtests as often as such tests are administered. Candidates retaking any of the subtests must attain cut off scores in effect at the retesting time.
 3. Persons who fail the tests after having taken them twice may appeal. Each institution of higher education will establish an appeals committee to evaluate the appeal of a person who has failed the tests but appears strong on other admissions criteria established by the institution. Appeals procedures and criteria will take into account the Teacher Education Policy and NCATE standards.
- (c) Admissions procedures will specify the process by which failure to meet standards may be appealed. Each institution will report to the State Department of Education annually (1) the number of students admitted to teacher education programs, and (2) the number admitted on appeal.
 - (d) NCATE standards for admission to teacher education programs will apply to all candidates for teacher education, beginning with those seeking admission to teacher education programs in fall 1990.
 - (e) Candidates seeking admission to approved teacher education programs in Tennessee who have attained a composite score of 21 or above on the American College Testing Program (ACT) or a composite score of 22 or above on the Enhanced ACT Assessment or who have attained a combined verbal and mathematical score of 920 or above on the Scholastic Aptitude Test (SAT) or a combined verbal and mathematical score of 1,020 or above on the recentered Scholastic Achievement Test (SAT) shall be exempt from taking a state-mandated test for admission.
 - (f) Candidates with a baccalaureate degree from a regionally accredited institution seeking admission to approved graduate level teacher education programs in Tennessee shall be exempt from taking a state-mandated test for admission provided the institution establishes appropriate test requirements.
 - (g) Institutions of higher education offering approved programs in school administration and supervision will develop and submit to the State Department of Education a description of

(Rule 0520-2-4-.01, continued)

admissions procedures in accordance with guidelines established by the State Board of Education.

- (14) Experimental Programs of Teacher Education. Institutions of higher education may develop experimental programs leading to teacher licensure. Such programs must be approved by the State Board of Education.

- (15) Advanced Academic Training Acceptable for Purposes of Salary Rating on the License.

(a) Master's Degree Designation.

1. An individual who holds a master's degree from a regionally accredited institution shall be granted the master's degree designation for salary purposes if the degree indicates by the nature of the courses that public education was the primary aim.
2. An individual who holds a bachelor's degree and who is licensed to teach in Tennessee shall be given credit for salary purposes at the master's level if the individual has earned a terminal professional degree (e.g. Doctor of Medicine, Doctor of Jurisprudence, etc.) closely related to the area(s) of current endorsement. Such credit must be earned at an institution(s) that is regionally accredited or approved by a branch of state government.

(b) Master's Degree Plus 30 Designation.

1. An individual who holds a master's degree shall be granted the master's degree plus 30 designation for salary purposes upon completion of 30 additional graduate semester hours of credit if the nature of the courses indicate that public education was the primary aim. Such credit must be earned from an institution that is regionally accredited or approved by the state department of education.
2. An individual who holds a master's degree and who is licensed to teach in Tennessee shall be granted the master's degree plus 30 designation for salary purposes if the individual has earned a terminal professional degree (e.g. Doctor of Medicine, Doctor of Jurisprudence, etc.) closely related to the area(s) of current endorsement. Such credit must be earned from an institution that is regionally accredited or approved by a branch of state government.

(c) Education Specialist's Degree Designation.

1. An individual who holds an education specialist degree from a regionally accredited institution shall be granted the Education Specialist's degree designation for salary purposes.
2. An individual who holds a master's degree plus 30 graduate semester hours of credit and who is licensed to teach in Tennessee shall be given credit at the Education Specialist level for salary purposes if the individual has earned a terminal professional degree (e.g. Doctor of Medicine, Doctor of Jurisprudence, etc.) closely related to the area(s) of current endorsement. Such credit must be earned from a regionally accredited institution or an institution approved by a branch of state government.

(d) Doctor's Degree Designation.

An individual who holds a Doctor of Philosophy, Doctor of Education, or Doctor of Arts from a regionally accredited institution shall be granted the doctor's degree designation for salary purposes if the degree indicates by the nature of the courses that public education was the primary aim.

(Rule 0520-2-4-.01, continued)

- (e) Teachers of occupational education shall receive credit for advanced academic training on the same basis as other teachers provided they hold a professional occupational education license.
 - (f) Individuals who seek or hold a license on a professional school service personnel license shall be granted the advanced degree designation for salary purposes if the degree is related to the area of endorsement and an institution of higher education with an approved program recommends the individual for licensure.
- (16) Superseded Regulations. All licensure regulations for initial endorsement that have been superseded by action of the State Board of Education shall be inapplicable no later than six years from the date of Board action.
- (17) Issuance of licenses or permits to individuals holding advanced degrees. Individuals who hold advanced degrees that are not acceptable for salary purposes from an institution that is regionally accredited but who lack a bachelor's degree may be issued a license or permit at the bachelor's level.

Authority: T.C.A. §§49-1-302, 49-5-108, 49-5-5201, 49-5-5602, 49-5-5605, and Public Chapter No. 535 - (Education Improvement Act). **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 12, 1992; effective August 29, 1992. Amendment filed June 29, 1993; effective September 28, 1993. Amendment filed August 10, 1993; effective December 29, 1993. Amendment filed November 3, 1993; effective March 30, 1994. Amendment filed October 11, 1995; effective February 28, 1996. Amendment filed April 29, 1996; effective August 28, 1996. Amendment filed November 18, 1999; effective March 30, 1999. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed November 30, 1999; effective March 29, 2000. Amendment filed April 28, 2000; effective August 28, 2000. Amendment filed April 30, 2001; effective August 28, 2001. Amendment filed January 26, 2004; effective May 28, 2004.

0520-2-4-.02 TYPES OF LICENSES AND CERTIFICATES.

- (1) Credentials Currently Issued.
- (a) Interim A Teacher License. A one-year license issued to applicants with a bachelor's degree in the teaching field. License renewable two times upon admission to a teacher preparation program and accrual of 6 semester hours with each renewal.
 - (b) Interim B Teacher License. A one-year license issued to applicants who meet all licensing requirements but lack minimum qualifying scores on required teacher licensure examinations. Renewable one time.
 - (c) Interim C Teacher License. A one-year license issued to applicants who have a bachelor's degree in the teaching or related field and who have completed the pre-service portion of an approved alternative preparation program. Renewable one time.
 - (d) Interim D License for Interns. A one-year license issued to applicants who have a bachelor's degree and who have been admitted to an approved teacher education program that includes an internship. Renewable two times.
 - (e) Apprentice License (Teacher, Special Group Teacher). Initial three-year license issued to applicants who have completed a bachelor's degree and an approved program and who have submitted minimum qualifying scores on required teacher licensure examinations. Renewable.
 - (f) Apprentice Occupational Education License. Initial three-year license issued upon satisfactory completion of issuance requirements. Renewable.

(Rule 0520-2-4-.02, continued)

- (g) Professional License. A ten-year teaching license issued upon satisfactory performance at the apprentice level and accrual of three years of teaching experience. Renewable.
 - (h) Professional Occupational Education License. A ten-year teaching license issued upon satisfactory performance at the apprentice level and completion of other issuance requirements including accrual of three years of teaching experience. Renewable.
 - (i) Out-of-State Teacher License. Initial three-year license issued to applicants with acceptable teaching experience in other states. The applicant must have completed a bachelor's degree and an approved teacher education program or a program under terms of a signed reciprocal contract with another state and must have submitted minimum qualifying scores on the required teacher licensure examinations. Renewable.
 - (j) Non-Public School Teacher License. A five-year license issued to persons holding an apprentice or out-of-state license who are employed by a non-public school in Tennessee. The original term of the non-public school teacher license has the same expiration date as the teacher's existing apprentice or out-of-state license. Renewable.
 - (k) Professional School Service Personnel License. A ten-year license issued upon satisfactory performance at the apprentice level and accrual of three years of teaching experience. Renewable.
 - (l) Beginning Administrator A License. Initial five-year license issued to applicants based upon a minimum of a master's degree, an approved school administration and supervision program, and submittal of minimum qualifying scores on the state required test/assessment for principals, supervisors of instruction, or other school administrators. Renewable.
 - (m) Beginning Administrator B License. Initial five-year license issued to applicants based upon a minimum of a master's degree, an approved school administration and supervision program that included an internship, and submittal of minimum qualifying scores on the state required test/assessment for principals, supervisors of instruction, or other school administrators. Renewable.
 - (n) Professional Administrator License. A ten-year license issued to applicants upon satisfactory performance for a minimum of two years (one year for applicants with approved internship experience) at the beginning administrator level as a principal, supervisor of instruction, or other school administrator position designated by State Board of Education policy to qualify for evaluation and recommendation for this license. Renewable. Persons having an endorsement in administration/supervision, supervisor of instruction, or principal on August 31, 1994, shall be issued a professional administrator license, regardless of whether such persons are employed as a principal, supervisor of instruction, or other educational position.
- (2) Credentials Previously Issued.
- (a) Permanent Professional Elementary Certificate. A permanent certificate for elementary grades issued prior to 1953. Existing certificates are valid.
 - (b) Permanent Professional High School Certificate. A permanent certificate for secondary grades issued prior to 1953. Existing certificates are valid.
 - (c) Temporary or Emergency Certificate. A two-year certificate issued prior to 1972 based upon completion of a minimum of two years college training to include at least six quarter hours of professional education. Not renewed after August 31, 1982.

(Rule 0520-2-4-.02, continued)

- (d) Provisional Certificate. A five-year certificate issued prior to 1959 based upon completion of a minimum of a bachelor's degree. This certificate will be converted to a current teacher professional license upon request with verification of experience prior to July 1, 1984.
- (e) Standard Certificate. A ten-year certificate issued prior to 1959 based upon completion of an approved teacher education program of a minimum of a bachelor's degree and evidence of three years teaching experience. This certificate will be converted to a teacher professional license when renewed.
- (f) Advanced Certificate. A ten-year certificate issued prior to 1959 based upon completion of an approved teacher education program of a minimum of a master's degree and evidence of three years teaching experience. This certificate will be converted to a current teacher professional license when renewed.
- (g) Special Legislation Certificate. A certificate issued prior to 1959. Existing certificates are valid.
- (h) Five-Year Non-Renewable Certificate. A certificate issued prior to 1959. No longer valid.
- (i) Permanent Professional Superintendent Certificate. A permanent certificate issued prior to 1953. Existing certificates are valid.
- (j) Permanent Professional Supervisor Certificate. A permanent certificate issued prior to 1953. Existing certificates are valid.
- (k) Certificate Based Upon High School or Elementary School Examination. A four-year certificate issued prior to 1953 based upon an examination. No longer valid.
- (l) Interim Certificate. A one-year certificate based upon a minimum of a high school diploma or equivalency examination (GED) and a minimum of two years of appropriate employment experience. No longer valid.
- (m) Teacher Professional Certificate. A ten-year certificate issued until July 1, 1984, on the basis of a minimum of a bachelor's degree and the completion of an approved teacher education program. Existing certificates will be converted to the teacher professional license, upon renewal with evidence of acceptable teaching experience, to the apprentice license with no evidence of acceptable teaching experience or to the out-of-state teacher license with acceptable experience outside of Tennessee.
- (n) Trade Shop Certificate. A five-year certificate issued until July 1, 1984, upon a minimum of a high school diploma or equivalency examination (GED) and a minimum of two years of appropriate employment experience. Existing certificates will be converted to the occupational education license upon renewal with evidence of acceptable teaching experience or to the apprentice occupational education license with no evidence of acceptable teaching experience.
- (o) Professional School Service Personnel Certificate. A ten-year certificate issued until July 1, 1984, to applicants who have completed the specific requirements for the various endorsements to this certificate. Existing certificates will be converted to the professional school service personnel license upon renewal with evidence of acceptable experience or to the apprentice special group license with no evidence of acceptable experience.
- (p) Non-Career Ladder Certificate. A five-year certificate issued prior to July 1, 1987, to educators in positions not included in the career ladder program. Existing certificates will be converted to the teacher professional license upon renewal with evidence of acceptable experience or to the apprentice license with no evidence of acceptable experience.

(Rule 0520-2-4-.02, continued)

- (q) Probationary Certificates (Teacher, Special Group Teacher). A one-year certificate issued prior to July 1, 1987, on the basis of completion of a bachelor's degree and an approved program and submittal of minimum qualifying scores on the NTE Core Battery. Existing certificates will be replaced with the apprentice license.
- (r) Probationary Trade Shop Certificate. Initial one-year certificate issued prior to July 1, 1987, upon a minimum of a high school diploma or equivalency examination (GED) and a minimum of two years of appropriate employment experience. Existing certificates will be replaced with the apprentice occupational education license.
- (s) Out-of-State Temporary Teacher's Certificate. Initial two-year certificate issued prior to July 1, 1987, to applicants with acceptable teaching experience in other states. Issued on the basis of completion of a bachelor's degree and an approved teacher education program and submittal of minimum qualifying scores on the NTE Core Battery. Existing certificates will be replaced with the teacher professional license upon evidence of satisfactory performance during the period of certificate validity. Without such evidence the certificate is not renewable.
- (t) Apprentice Certificates (Teacher, Special Group Certificate). Three-year certificates issued prior to July 1, 1987, upon satisfactory completion of the probationary year. Existing certificates will be replaced with the teacher professional license upon evidence of satisfactory performance during the apprentice period or converted to the apprentice license with no such evidence.
- (u) Apprentice Trade Shop Certificate. Three-year certificate issued upon satisfactory completion of the probationary year and completion of other issuance requirements. Existing certificates will be replaced with the occupational education license upon evidence of satisfactory performance during the apprentice period and completion of other issuance requirements or converted to the apprentice occupational education license with no such evidence.
- (v) Interim Provisional Administrator Certificates (Assistant Principal, Principal, Supervisor). One-year certificates issued to applicants who meet all other requirements for the Provisional Administrator Certificates but lack coursework to gain the endorsement.
- (w) Provisional Administrator Certificates (Assistant Principal, Principal, Supervisor). Three-year certificates issued to new principals, assistant principals, and supervisors after July 1, 1984, based upon completion of endorsement requirements. Non-renewable.
- (x) Probationary Licenses (Teacher, Special Group Teacher). Initial one-year licenses issued to applicants after July 1, 1987, and prior to July 1, 1998, upon a minimum of bachelor's degree and an approved program and submittal of minimum qualifying scores on the NTE Core Battery and required Specialty Area Test(s). Valid license converted to apprentice license.
- (y) Probationary Trade Shop (Occupational Education) License. Initial one-year license issued after July 1, 1987, and prior to July 1, 1998, upon a minimum of a high school diploma or equivalency examination (GED) and a minimum of five years of appropriate employment experience. Valid license converted to apprentice occupational education license.
- (z) Apprentice Trade Shop License. Three-year license issued from July 1, 1984, to July 1, 1987, upon satisfactory completion of the probationary year and completion of other issuance requirements. Replaced by the Apprentice Occupational Education License.
- (aa) Trade Shop License. A ten-year license issued from July 1, 1984, to July 1, 1987, upon satisfactory performance at the apprentice level and completion of other issuance requirements including accrual of four years of teaching experience. Replaced by the Occupational Education License.

(Rule 0520-2-4-.02, continued)

- (bb) Career Level I, II, and III Certificates (Teacher, Special Group Teacher). Issued after July 1, 1984, to applicants who voluntarily elect to be evaluated for these levels on the Career Ladder and complete other issuance requirements. Career Level II and III certificates were issued prior to June 14, 1997. Career Level I certificates will be issued through the 1998-99 school year.
- (cc) Career Level I, II, and III Trade Shop Certificates. Certificates issued after July 1, 1984, and prior to June 14, 1997, to applicants who voluntarily elected to be evaluated for these levels of the Career Ladder and completed other issuance requirements. Career Level I Trade Shop Certificates will be issued through the 1998-99 school year.
- (dd) Career Level I, II, and III Administrator Certificates (Assistant Principal, Principal, Supervisor). Certificates issued after July 1, 1984, and prior to June 14, 1997, to applicants who voluntarily elected to be evaluated for these levels on the Career Ladder and completed other issuance requirements.

Authority: T.C.A. §§49-1-302; 49-5-108, and 49-5-5201. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed June 29, 1993; effective September 28, 1993. Amendment filed November 3, 1993; effective March 30, 1994. Amended by Public Chapter No. 957 Acts of 1994; effective May 10, 1994. (See Attorney General opinion No. 094-080). Amendment filed January 31, 1995; effective May 31, 1995. Amendment filed May 28, 1999; effective September 28, 1999.

0520-2-4.03 ALTERNATIVE LICENSES, INTERIM LICENSES, AND PERMITS.

- (1) Alternative licenses and interim licenses are issued to individuals who meet the following requirements and are valid until the following August 31:
 - (a) Alternative A License.
 - 1. The applicant must hold at least a bachelor's degree from a regionally accredited institution of higher education in the teaching field.
 - 2. A Tennessee director of schools must state intent to employ the applicant and must provide a mentor teacher for the applicant during the first two years of teaching.
 - 3. An individual may be reissued an alternative A license not more than two times provided that a director of schools states intent to employ. Before the first renewal, the individual must be enrolled in an institution with an approved program of studies. For each renewal, the individual must complete at least 6 semester hours of credit, unless all course requirements have been met.
 - 4. Applicants are eligible for an alternative A license in all teaching areas, except that if they seek licensure or renewal in the endorsement areas of early childhood education, middle grades education, or elementary education they must:
 - (i) Meet the admission standards of an approved teacher preparation program.
 - (ii) Make satisfactory progress in the program, including meeting any deficiencies in content area(s).
 - (iii) Be employed in a Tennessee school.
 - 5. An individual may present two years of successful teaching under an alternative A license in lieu of student teaching.

(Rule 0520-2-4-.03, continued)

(b) Interim B License.

1. An interim B license shall be issued if the applicant meets all requirements as determined by the State Board of Education.
2. A Tennessee director of schools must state intent to employ the applicant.
3. An individual may be reissued an interim B license one time provided that a director of schools states intent to employ and a second time if the director verifies that the individual meets the criteria stated in TCA 49-5-5605.
4. A fully licensed teacher from a state other than Tennessee who did not hold a teaching license in another state prior to July 1, 1984, and who meets all requirements except testing requirements, shall be issued an interim B license for one year. At the end of the first year of employment, upon successful completion of the test requirements, local evaluation, other minimum requirements, and the recommendation of the local education agency, the applicant may apply for the appropriate license based on allowable teaching experience.

(c) Alternative C License.

1. The applicant must have been granted at least a bachelor's degree from a regionally accredited institution of higher education in the teaching field or related field.
2. The applicant must have successfully completed the pre-service portion of an alternative preparation program approved by the State Board of Education.
3. A Tennessee director of schools must state intent to employ the applicant and to provide the requisite support of one or more teacher mentors during the first year of teaching.
4. Applicants are eligible to participate in programs for alternative preparation for licensure using the alternative C license in all areas.
5. Successful completion of the teaching experience by the teacher will count as one apprentice year, or two apprentice years in the case of early childhood education, middle grades education, or special education if the preparation program and teaching span two years.
6. The alternative C license may be reissued one time if the teacher has not completed all of the requirements within one year, and two times in the case of early childhood education, elementary education, middle grades education, or special education.

(d) Interim D License for Interns.

1. The applicant must have been granted a bachelor's degree from a regionally accredited institution of higher education and must be admitted to an approved teacher education program that includes an internship.
2. The applicant must be recommended for the license by an institution of higher education with an approved teacher education program that includes an internship.
3. Successful completion of the internship will count as the first apprentice year of teaching.
4. The interim D license for Interns may be reissued two times; an intern may teach using the license for the equivalent of no more than one school year.

(Rule 0520-2-4-.03, continued)

(e) Alternative E License. Alternative licensure for individuals who do not complete programs.

1. The applicant must have been granted at least a bachelor's degree from a regionally accredited institution of higher education. The candidate must meet the content requirements for the desired area of endorsement by one of the following: (a) completion of an academic major in the desired area of endorsement, (b) determination by an institution of higher education that the person has met the knowledge and skills required for the desired area of endorsement, or (c) successful completion of the required specialty examination.
2. A Tennessee director of schools must state intent to employ the applicant and must provide a mentor teacher for the applicant during the first two years of teaching.
3. The applicant who has not completed professional education, must complete the professional education component of an approved teacher education institution, not to exceed 24 semester hours. The institution will verify completion of the required knowledge and skills through a combination of course work and field experiences and will verify that the applicant has completed the testing requirements in basic skills established by the State Board of Education.
4. An individual may be reissued an alternative E license not more than two times provided that a director of schools states intent to employ. Before the first renewal, the individual must be enrolled in an institution with an approved program of studies. For each renewal, the individual must complete at least 6 semester hours of credit, unless all course work requirements have been met.
5. Applicants are eligible for an alternative E license in all areas except early childhood education, middle grades education, and elementary education.
6. In lieu of student teaching, an individual may present a positive recommendation from the employing school system verifying two years of successful teaching.

(f) Alternative A, Alternative C, and Alternative E Licenses for Pre-Kindergarten Teachers.

1. The applicant who seeks employment in a state approved pre-kindergarten program or a program receiving a state early childhood education grant may be issued an alternative A license, alternative C license, or alternative E license endorsed in PreK-4.
2. The director of schools or the director of the program receiving a state early childhood education grant must state intent to employ the applicant in a pre-kindergarten program and fulfill all other obligations under the alternative A license, alternative C license, or alternative E license.

(2) Permit.

(a) The state may issue a permit when a school system meets the following requirements:

1. A director of schools must state intent to employ and indicate the position to be held by the applicant.
2. The school system must indicate that it is unable to obtain the services of a licensed teacher for the type and kind of school in which a vacancy exists.

(Rule 0520-2-4-.03, continued)

3. The school system must have posted the position, advertised in appropriate media; and listed the position on a state or national Internet website.
- (b) The state may issue a permit to a school system to hire an applicant one time and only if the applicant holds a bachelor's degree. A bachelor's degree is not required for an applicant in occupational education.

Authority: T.C.A. §§49-1-302, 49-5-101, and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed January 31, 1995; effective May 31, 1995. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed April 28, 2000; effective August 28, 2000. Amendment filed July 31, 2000; effective November 28, 2000. Amendment filed August 31, 2001; effective December 28, 2001. Amendment filed October 31, 2002; effective February 28, 2003.

0520-2-4-.04 APPLICATION FOR THE TEACHER LICENSE.

- (1) In-State Applicant for Initial License. The applicant shall apply to the Office of Teacher Licensing. An applicant who has completed an approved teacher education program at a Tennessee institution shall make application through the appropriate official of the institution of higher education.
- (2) Out-of-State Applicant for License. An applicant from a state other than Tennessee shall make application to the Office of Teacher Licensing. An apprentice license shall be issued to teachers who have no teaching experience. The out-of-state teacher license shall be issued to applicants from other states who have one or more years of acceptable teaching experience and who meet all current requirements for a Tennessee teaching license, or who meet the conditions of a signed reciprocal contract. When the teacher has successfully completed the requisite years of experience in a Tennessee public school and has met other requirements, the teacher shall be issued the appropriate license.
- (3) Official transcripts, which bear the school seal and/or signature of the registrar, of all college credits must be submitted with the application. These transcripts and forms upon which licensure is granted become the property of the State of Tennessee. Photocopies are not acceptable.
- (4) Upon receipt of the applications, transcripts, and results of any tests required by the State Board of Education, the materials will be evaluated and a license will be sent to the applicant or the materials will be returned with a statement of deficiencies.

Authority: T.C.A. §§49-1-302; 49-5-101 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 28, 1999; effective September 28, 1999.

0520-2-4-.05 THE PRAXIS SERIES: PROFESSIONAL ASSESSMENTS FOR BEGINNING TEACHERS.

- (1) Individuals applying for initial teacher licensure in Tennessee shall submit passing scores on one of the Praxis tests in principles of learning and teaching. This requirement does not apply to school counselors, school psychologists, school social workers, or speech/language teachers.
- (2) Applicants for licensure in Tennessee shall submit passing scores on the specialty area test(s) for all endorsements to be listed on the licenses in accordance with Rule 0520-2-3-.21(5).
- (3) Applicants who are deaf or hard of hearing who seek licensure and endorsement in special education: hearing shall take the Praxis test in principles of learning and teaching and shall take the designated Praxis specialty test(s). However, there shall be no minimum scores required on these examinations for candidates who are deaf or hard of hearing.

(Rule 0520-2-4-.05, continued)

- (4) An applicant from another state may be exempt from testing requirements if the applicant meets one of the following conditions:
- (a) The applicant holds a valid license from a reciprocal state and provides verification of appropriate experience or
 - (b) The applicant completes a teacher preparation program in a reciprocal state and holds a full license from that state or
 - (c) The applicant has been certified by the National Board for Professional Teaching Standards.
- (5) The examinations and corresponding required scores are as follows:

Tennessee Educator Licensure Examinations

Test Code	Endorsement Area	Test Title	Minimum Qualifying Score	Effective Date Sept. 1
0522	All Areas (See Note)	Principles of Learning and Teaching, K-6 or	155	1998
0523		Principles of Learning and Teaching, 5-9 or	154	1999
0524		Principles of Learning and Teaching, 7-12	159	1998
1010	Administrator	School Leader Licensure Assessment	156	2001
0700	Agricultural Education	Agriculture	530	1998
0133	Art	Art: Content Knowledge	150	1998
0132	Art	Choice of Art: Content, Traditions, Criticism & Aesthetics or	140	2001
0131	Art	Art: Art Making	155	2001
0235	Biology	Biology: Content Knowledge	148	2002
0233	Biology	Choice of Biology Content Essays or	146	1999
0433	Biology	General Science Content Essays	130	1999
0100	Business/Accounting	Business Education	570	1996
0245	Chemistry	Chemistry: Content Knowledge	152	2002
0431	Chemistry	General Science: Content Knowledge, Part 1	138	1995
0020	Early Childhood Education	Early Childhood Education	570	1996
0014		Elementary Education: Content Knowledge	140	2003
0201		Reading Across the Curriculum: Elementary	153	2004
0571	Earth Science	Earth Science: Content Knowledge	146	2002
0431	Earth Science	General Science: Content Knowledge, Part 1	138	1998
0910	Economics	Economics	530	2002
0011	Elementary Education K-8	Elementary Education: Curriculum, Instruction, and Assessment	159	1998
0014	Elementary Education K-8	Elementary Education: Content Knowledge or	140	2003
0146	Elementary Education K-8	Middle School: Content Knowledge	150	2001
0201		Reading Across the Curriculum: Elementary	153	2004
0041	English	Language, Literature, Composition: Content Knowledge	157	1995
0043	English	Language, Literature, Comp.: Pedagogy	145	1999
0360	English as a Second Language	Teaching English as a Second Language	530	1999
0120	Family & Consumer Science	Family and Consumer Science	580	1996

(Rule 0520-2-4-.05, continued)

Test Code	Endorsement Area	Test Title	Minimum Qualifying Score	Effective Date Sept. 1
0920	Geography	Geography	520	1996
0930	Government	Government/Political Science	560	1996
0550	Health	Health Education	570	1997
0940	History	World and U.S. History	490	2002
Languages:				
0173	French	French: Content Knowledge	160	1998
0171	French	French: Productive Language Skills	165	2001
0181	German	German: Content Knowledge	139	1998
0600	Latin	Latin	540	1996
0191	Spanish	Spanish: Content Knowledge	152	1995
0192	Spanish	Spanish: Productive Language Skills	154	1999
0310	Librarian	Library Media Specialist	600	2000
0560	Marketing	Marketing Education	640	1999
0061	Mathematics	Mathematics: Content Knowledge	136	1995
0065	Mathematics	Mathematics: Pedagogy	125	1999
0146	Middle Grades 5-8	Middle School: Content Knowledge	150	2000
0201	Middle Grades 5-8	Reading Across the Curriculum: Elementary	153	2004
0113	Music	Music: Content Knowledge	150	1998
0111	Music	Music: Concepts and Processes	145	2001
0091	Physical Education	Physical Education: Content Knowledge	152	1995
0092	Physical Education	Physical Education: Movement Forms - Analysis & Design	148	1999
0265	Physics	Physics: Content Knowledge	144	2002
0262	Physics	Choice of Physics: Content Essays or	135	1999
0433	Physics	General Science Content Essays	130	1999
0390	Psychology	Psychology	560	1997
0420	School Counselor	School Guidance and Counseling	580	1996
0400	School Psychologist	School Psychologist	590	1998
0950	Sociology	Sociology	540	1996
Special Education:				
0353	All Special Education Areas (See Note)	Education of Exceptional Children: Core Content Knowledge	NM	2003
0201	All Special Education Areas (See Note)	Reading Across the Curriculum: Elementary	149	2005
0542	Modified	Education of Exceptional Students: Mild to Moderate Disabilities	NM	2004
0271	Hearing	Special Education: Education of Deaf and Hard of Hearing Students	163	2001
0690	Preschool/Early Childhood	Special Education: Preschool/Early Childhood	560	2004
0330	Speech/Language	Speech-Language Pathology	600	2000
0280	Vision	Special Education: Teaching Students with Visual Impairments	700	2001
0220	Speech	Speech Communications	570	1998
0050	Technology Education	Technology Education	580	1996
0640	Theatre	Theatre	610	1997

Note: "NM" means score submission required without minimum score established.

Note: Candidates seeking licensure in early childhood education, PreK-3, or early childhood special education PreK-1 will take Principles of Learning and Teaching (PLT) K-6. Candidates seeking licensure in elementary education, K-8, may choose either PLT K-6 or PLT 5-9. Candidates seeking licensure in middle grades 5-8 will take PLT 5-9. Candidates seeking licensure in secondary education areas will take PLT 7-12. Candidates seeking licensure in K-12, or preK-12 areas may choose PLT K-6, PLT 5-9, or PLT 7-12.

Note: Two tests, (1) The Education of Exceptional Students: Core Content Knowledge, and (2) Reading Across Curriculum: Elementary, apply to the following special education areas: modified program, comprehensive program, hearing, vision and preschool/early childhood.

(Rule 0520-2-4-.05, continued)

Note: Candidates in elementary education, K-8, may choose either Elementary School Content Knowledge or Middle School Content Knowledge.

Note: Candidates in biology and physics may choose either the general science content essay or the subject area (biology or physics) content essays. Candidates seeking an additional endorsement in biology, chemistry, earth science, or physics will be required to take only the content knowledge exam for endorsement in the additional science area.

Note: Some of these tests may be used for purposes of meeting the “highly qualified” status required by federal legislation. Applicable tests are included in the state plan.

Authority: T.C.A. §§49-1-302 and 49-5-5605. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed September 1, 1992; effective December 29, 1992. Amendment filed January 29, 1993; effective April 30, 1993. Amendment filed January 31, 1995; effective May 31, 1995. Amendment filed March 14, 1995; effective July 28, 1995. Amendment filed October 11, 1995; effective February 28, 1996. Amendment filed January 14, 1997; effective May 30, 1997. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed November 18, 1999; effective March 30, 1999. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed November 30, 1999; effective March 29, 2000. Amendment filed October 31, 2000; effective February 28, 2000. Amendment filed October 31, 2000; effective February 28, 2001. Amendment filed August 31, 2001; effective December 28, 2001. Amendment filed March 28, 2002; effective July 29, 2002. Amendment filed October 31, 2002; effective February 28, 2003. Amendment filed January 26, 2004; effective May 28, 2004.

0520-2-4-.06 RESERVED.

0520-2-4-.07 REQUIREMENTS FOR ENDORSEMENTS, GRADES K-8, ON A TEACHER LICENSE.

(1) through (5) Reserved.

(6) Special Reading Teacher (K-8).

(a) The applicant shall hold a valid Tennessee license endorsed in elementary education and shall have completed three years of satisfactory teaching experience or the equivalent.

(b) The applicant shall complete an approved master’s degree program with emphasis in reading, including 20 semester hours credit.

1. Graduate Reading Courses. Twelve semester hours specifically entitled reading including credit in:

- (i) Foundations or survey of reading
- (ii) Diagnosis and correction of reading disabilities
- (iii) Clinical or laboratory practicum in reading.

2. Related Reading Courses. At least one course (graduate and/or undergraduate) in each of the following:

- (i) Measurement and/or evaluation
- (ii) Child and/or adolescent psychology or child development
- (iii) Psychology including personality, cognition or learning behaviors
- (iv) Literature for children or adolescents
- (v) Speech and hearing or exceptional children.

(Rule 0520-2-4-.07, continued)

3. Other Courses. Courses may be selected from the following:

- (i) Linguistics
- (ii) Teaching reading in the secondary school
- (iii) Organization and supervision of reading programs
- (iv) Research in reading
- (v) Communications
- (vi) Curriculum
- (vii) Guidance

Authority: T.C.A. §§49-1-302 and 49-5-108. (Public Chapter No. 535 - Education Improvement Act).
Administrative History: Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 12, 1992; effective August 29, 1992. Amendment filed January 29, 1993; effective April 30, 1993. Amendment filed November 22, 1993; effective March 30, 1994. Expired rules edited by Secretary of State in October 1996. Amendment filed May 28, 1999; effective September 28, 1999.

0520-2-4-.08 RESERVED.

Authority: T.C.A. §§49-1-302 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Expired rules edited by Secretary of State in October 1996.

0520-2-4-.09 REQUIREMENTS FOR ENDORSEMENTS, GRADES 7-12, ON A TEACHER LICENSE.

(1) through (4) Reserved.

(5) Bible.

A minimum of 12 semester hours in literature of the Bible is required. Coursework may not include courses in theology, doctrine, ethics, dogma and other courses of a doctrinal nature.

(6) and (7) Reserved.

(8) Cooperative Coordinator.

- (a) The applicant shall hold either (1) a valid trade shop license issued on at least a bachelor's degree or (2) a valid teacher's license with endorsement in at least one secondary area other than cooperative coordinator.
- (b) The applicant shall have two years of work experience as a wage earner including one full year of appropriate employment in a single wage earning occupation. Work experience must be officially verified by employers and other qualified personnel and approved by the Division of Vocational-Technical Education.
- (c) An applicant may receive an endorsement as a cooperative coordinator by completing 9 semester hours from an accredited teacher education institution with an approved program in trade and industrial education including coursework in techniques, organization and management of cooperative education and coursework in at least two of the following areas:

- 1. Occupational analysis for teaching trade and industrial education

(Rule 0520-2-4-.09, continued)

2. Curriculum development for teaching trade and industrial education
3. Methods for teaching trade and industrial education and related subjects
4. Organization and operation of vocational youth organizations.

(9) Driver Education.

The applicant shall hold an endorsement in another subject area, grades 7-12 or K-12 and shall complete at least 10 semester hours of driver and traffic safety education including the following areas:

- (a) Basic driver and traffic safety education
- (b) Advanced driver and traffic safety education
- (c) General safety
- (d) First aid and emergency medical services.

(10) through (26) Reserved.

(27) Special Reading Teacher (7-12).

- (a) The applicant shall have completed three years of satisfactory teaching experience or the equivalent.
- (b) The applicant shall complete an approved master's degree program with at least 20 semester hours in reading and related areas. The program shall include at least 12 semester hours in graduate courses specifically entitled reading with at least one course in each of the following:
 1. Foundations or survey of reading
 2. Diagnosis and correction of reading disabilities
 3. Clinical or laboratory practicum in reading.
- (c) The applicant shall complete one course in each of the following areas at the graduate or undergraduate level:
 1. Measurement and/or evaluation
 2. Child and/or adolescent psychology or child development
 3. Psychology including personality, cognition or learning behaviors
 4. Literature for children or adolescents
 5. Speech and hearing or exceptional children.
- (d) The applicant shall complete additional semester hours if needed from courses listed under (b) and (c) and related areas such as:
 1. Linguistics
 2. Teaching reading in the secondary school

(Rule 0520-2-4-.09, continued)

3. Organization and supervision of reading programs
4. Research in reading
5. Communications
6. Curriculum
7. Guidance.

Authority: T.C.A. §§49-1-302(16) and 49-5-108. (Public Chapter No. 535 - Education Improvement Act).

Administrative History: Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 12, 1992; effective August 29, 1992. Expired rules edited by Secretary of State in October 1996. Amendment filed May 28, 1999; effective September 28, 1999.

0520-2-4-.10 REQUIREMENTS FOR ENDORSEMENTS, GRADES K-12, ON A TEACHER LICENSE.

(1) and (7) Reserved.

(8) Librarian. Effective until August 31, 2000. (Superceded by rule 0520-2-3-.21(8) after August 31, 2000).

- (a) The applicant shall have completed all requirements for a teacher license endorsed elementary grades, 7-12 or K-12.
- (b) The applicant shall complete 18 semester hours in library services including the following:
 1. Books and related materials for children and young people
 2. Reference materials
 3. Organization of materials
 4. School library administration
 5. Books and related materials for adults
 6. Audio-visual materials
 7. Principles of librarianship.

(9) through (13) Reserved.

(14) Superintendent.

- (a) The applicant shall hold a license endorsed principal, supervisor of instruction, or administration/supervision.
- (b) The applicant shall have at least a master's degree. The applicant shall have a graduate major in educational administration and supervision or a minimum of 20 graduate semester hours in administration, supervision, and related courses. The following courses must be included:
 1. School organization and administration
 2. Supervision

(Rule 0520-2-4-.10, continued)

3. Curriculum development
 4. School finance
 5. School plant and transportation
 6. School and community relations.
- (c) The applicant shall have five years acceptable experience which shall include teaching and/or administration.
- (15) Supervisor of Attendance.
- (a) The applicant shall hold a teacher license.
 - (b) The applicant shall have 5 years of teaching experience.
 - (c) The applicant shall complete 8 semester hours in areas such as:
 1. Counseling and guidance
 2. Community and school relations
 3. Special education
 4. Social case work
 5. State and federal laws relating to school attendance.

Authority: T.C.A. §§49-1-302 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Expired rules edited by Secretary of State in October 1996. Amendment filed May 28, 1999; September 28, 1999. Amendment filed April 28, 2000; effective August 28, 2000.

0520-2-4.11 RESERVED.

0520-2-4.12 REQUIREMENTS FOR THE PROFESSIONAL SCHOOL SERVICE PERSONNEL LICENSE.

The professional school service personnel license requires at least a bachelor's degree and is issued to an applicant who has met the requirements for an endorsement as a school counselor, school psychologist, or school social worker. The license is valid for ten years and may be renewed in accordance with the same regulations that are specified for renewal of a Tennessee teacher professional license.

- (1) School Food Service Supervisor Endorsement
 - (a) The applicant shall hold a bachelor's degree and the applicant shall be a licensed educator or shall have completed at least 18 semester hours in education, psychology, or sociology.
 - (b) The applicant shall complete 12 semester hours including course work in each of the following:
 1. Personnel management,
 2. Nutrition,
 3. Accounting, cost analysis, or financial management of food systems, and

(Rule 0520-2-4-.12, continued)

4. Spread sheet applications.
- (c) The applicant shall complete one of the following:
 1. A field experience of 6 semester hours, or
 2. A professional experience--supervised by a licensed school food service supervisor--of at least 120 clock hours including the following areas: procurement, quantity foods, design and layout, and sanitation and food safety.
- (2) School Psychologist. Effective until August 31, 2001. (Superceded by rule 0520-2-3-.21(9) after August 31, 2001).
 - (a) The school psychologist shall complete at least a master's degree in psychology, school psychology or a related area, shall complete the competency requirements and must be recommended for licensure and endorsement by an institution of higher education with an approved program.
 1. Area One. The psychologist demonstrates knowledge of human development and learning and is able to apply this knowledge in identifying and remediating learning problems and in facilitating learning in a school context. The psychologist demonstrates knowledge of the major concepts of least one theoretical framework and the ability to translate these concepts into interventions to facilitate the learning of children and adults.
 2. Area Two. The psychologist demonstrates knowledge of theory and research in personality, factors which affect the development of personality, and ways in which personality characteristics affect how a person interacts with others. The psychologist demonstrates knowledge of at least one theory regarding personality and the ability to use those concepts in planning interventions for children and adults.
 3. Area Three. The psychologist demonstrates knowledge of assessment and intervention theory; the ability to administer assessments and analyze results; and the ability to evaluate and communicate information. The psychologist shall demonstrate competency in three of the following areas:
 - (i) Individual assessment (cognitive, psychomotor, and personality instruments)
 - (ii) Individual intervention procedures
 - (iii) Group assessment procedures
 - (iv) Group intervention procedures
 - (v) Consultation process
 - (vi) Systems analysis and intervention, or ecological assessment and intervention.
 4. Area Four. The psychologist demonstrates the ability to devise strategies for assisting the school administration and staff to evaluate the effectiveness of the school program in meeting the academic and social needs of the students and adults the school serves. The school psychologist is able to gather and evaluate data; understand basic inferential and descriptive statistics; gather and interpret research literature related to psychological and educational programs; and translate research data into sound educational practice.

(Rule 0520-2-4-.12, continued)

5. Area Five. The psychologist demonstrates knowledge of the roles of others in the school and community. The psychologist demonstrates knowledge of the job description of personnel such as administrators, teachers, social workers, health workers, attendance workers, guidance personnel, and special educators and the ability to work with them and with others in the community.
 6. Area Six. The psychologist demonstrates knowledge of the organizational structure and dynamics of schools and the relationship of schools to other systems in the community. The psychologist demonstrates knowledge of strategies to enhance the functioning of administrative and supervisory personnel. The psychologist demonstrates knowledge of the curriculum and instruction, the ability to use remedial techniques in planning instructional programs for individual students with learning difficulties, and the ability to make recommendations and plans regarding the classroom structure and process.
- (b) The school psychologist must have a field experience approved by an approved training program or by a committee recommending licensure for a graduate of a non-approved program. The applicant shall complete a school psychology internship (work placement) for one semester or half-time for one academic year. This field experience shall include a wide range of experiences, with adequate supervision by a licensed school psychologist.

Authority: T.C.A. §§49-1-302 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed November 22, 1993; effective March 30, 1994. Expired rules edited by Secretary of State in October 1996. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed December 31, 2001; effective April 30, 2002.

0520-2-4-.13 REQUIREMENTS FOR THE OCCUPATIONAL EDUCATION LICENSE.

- (1) Apprentice Occupational Education License.
 - (a) Issuance of License.

An apprentice occupational education license may be issued to individuals who meet the following requirements. Qualifications including experience and educational preparation shall be reviewed by the Department of Education staff who shall recommend issuance of the apprentice occupational education license.

1. Health Science and Technology
 - (i) The secondary health science and technology teacher shall have completed three years of successful employment within the past five years in a related health occupation prior to teaching.
 - (ii) Health science and technology teachers must hold an associate or higher degree and hold current licensure registration or certification in an allied health occupation or current licensure as a registered nurse in Tennessee. Teachers must successfully complete a comprehensive test administered or accepted by the Tennessee Health Related Boards.
2. Trade and Industry
 - (i) Effective September 1, 2002, trade and industry teachers shall hold and maintain a current industry certification, where available, in the specific teaching area for which they are licensed.

(Rule 0520-2-4-.13, continued)

- (ii) The trade and industry teacher shall have a minimum of five years of appropriate and current work experience in the field for which application is made. A combination of technical training at the postsecondary level, industry certification, or state licensure in a specific skill area may be substituted for work experience according to the following criteria:
 - (I) Appropriate postsecondary training in the teaching area, an associate degree, or industry certification may be substituted for up to two years of work experience.
 - (II) A combination of an associate degree related to the teaching area and industry certification may be substituted for four years of work experience.
 - (III) A bachelor's degree or higher degree related to the teaching area may be substituted for four years of work experience.
 - (iii) The Department of Education may require and substitute applicable proficiency testing for a portion of the above requirements.
 - (iv) A trade and industry teacher shall be a high school graduate or the equivalent, as determined by the General Education Development (GED) test.
 - (v) Cosmetology and barbering teachers must hold current licensure to instruct in Tennessee as issued by the respective state licensing board.
- (b) First Year of Licensure.

Prior to the second year of teaching, the teacher shall provide to the Department of Education documentation that the following requirements have been met:

1. Attendance at a three-day seminar sponsored by the Department of education prior to the first year of teaching.
2. Attendance during the first year of teaching at two full-day seminars planned by the Department of Education for new teachers.
3. Observation of experienced teachers in the teaching area during four days of released time.
4. Assistance of a teacher mentor during the first year of teaching.
5. Assistance by a teacher in the teaching area in planning, organizing, and advising a vocational student organization as an integral part of the instructional program.
6. Completion of six semester hours addressing the required knowledge and skills.

- (c) Validity of License.

The apprentice occupational education license shall be valid for five years; except that when a teacher becomes employed in a Tennessee public school, the license shall be valid until the teacher has been employed three years at the apprentice level.

- (d) Renewal of License.

(Rule 0520-2-4-.13, continued)

1. The holder of the apprentice occupational education license who was not employed for three or more years in a Tennessee public school during the five-year period of license validity may be reissued the license.
2. In order to have the license reissued, the teacher must have completed one academic course under the same provisions as the apprentice teacher license, except that the course must be selected from the courses required for meeting the occupational education knowledges and skills.
3. In order to have the license reissued, the teacher must provide verification of the updating of competency in the occupational area including two years of experience within the past five years or 60 clock hours of participation in professional/technical workshops or a combination.

(2) Professional Occupational Education License.

(a) Issuance of License.

The teacher may advance to the professional occupational education license provided that he/she has completed the following requirements.

1. Complete three years of teaching in an approved school.
2. Receive a positive recommendation from the local education agency based on evaluation under a model approved by the State Board of Education.
3. Complete successfully a teacher education program designed to meet the knowledges and skills for occupational education teachers. A teacher who meets all the knowledges and skills at the time of employment is exempted from this requirement.

(b) Validity of License.

The professional occupational education license shall be valid for ten years.

(c) Renewal of License.

1. A professional occupational education license issued on a bachelor's degree or less is renewable upon verification of completion of 90 professional renewal points within the ten-year period prior to the date of the renewal of the license. Professional renewal points are defined in the Professional License Renewal Guide.
2. A professional occupational education license based on a master's or above may be renewed with verification of five years appropriate teaching experience during the period of license validity. In the absence of five years of acceptable teaching experience, the license may be renewed by completing requirements in 0520-2-4-.13(3)(c)1 and 3.
3. All teachers holding the professional occupational education license must update competency through a minimum of 480 hours of employment in the occupational area, or participation in related professional/technical workshops (120 clock hours minimum), or a combination thereof. Documented attendance at the state sponsored annual summer conferences may be substituted for professional/technical workshops at a rate of 30 clock hours for each workshop attended.

Authority: T.C.A. §§49-1-302 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992;

(Rule 0520-2-4-.13, continued)

effective June 29, 1992. Amendment filed January 21, 1994; effective May 31, 1994. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed May 28, 1999; effective September 28, 1999.

0520-2-4-.14 RENEWAL OF TEACHER LICENSES.

- (1) Professional License.
 - (a) A professional license issued on a bachelor's degree is renewable upon verification of completion of 90 renewal points within the ten-year period prior to the date of the renewal of the license. Renewal points are defined in the License Renewal Guide.
 - (b) A professional license issued on a master's degree or above is renewable upon the presentation of evidence of five years experience within the ten-year period prior to the date of renewal of the license. In the absence of five years of experience, the license is renewal upon verification of completion of 90 renewal points within the ten-year period prior to the date of the renewal of the license.
- (2) Apprentice License.
 - (a) The holder of an apprentice teacher license who has three years acceptable experience in a Tennessee public school during the period of license validity but who lacks the required positive evaluation to move to the professional teacher license shall be reissued the apprentice teacher license.
 - (b) An apprentice teacher license issued on a bachelor's degree is renewable upon verification of completion of 45 renewal points within the five-year period prior to the date of the renewal of the license. Renewal points are defined in the License Renewal Guide.
 - (c) An apprentice teacher license issued on a master's degree or above is renewable upon the presentation of evidence of three years experience within the five-year period prior to the date of renewal of the license. In the absence of three years of experience, the license is renewable upon verification of completion of 45 renewal points within the five-year period prior to the date of the renewal of the license. Renewal points are defined in the License Renewal Guide
- (3) Out-of-State Teacher License.
 - (a) The holder of the out-of-state teacher license who was not employed for one or more years in a Tennessee public school during the five-year period of license validity may renew the out-of-state teacher license.
 - (b) An out-of-state teacher license issued on a bachelor's degree is renewable upon verification of completion of 45 renewal points within the five-year period prior to the date of the renewal of the license. Renewal points are defined in the License Renewal Guide.
 - (c) An out-of-state teacher license issued on a master's degree or above is renewable upon the presentation of evidence of three years experience within the five-year period prior to the date of renewal of the license. In the absence of three years of experience, the license is renewable upon verification of completion of 45 renewal points within the five-year period prior to the date of the renewal of the license. Renewal points are defined in the License Renewal Guide.
- (4) Occupational Education Licenses. For renewals, see 0520-2-4-.13.
- (5) Non-Public School Teacher License.

(Rule 0520-2-4-.14, continued)

- (a) The holder of a non-public school teacher license who is employed by a non-public school may renew the license upon completion of the same renewal requirements as the apprentice or out-of-state teacher license the teacher also holds.
- (b) If a teacher is no longer employed by a non-public school, the apprentice or out-of-state teacher license may be renewed.

Authority: T.C.A. §§49-1-302 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed June 24, 1992; effective September 28, 1992. Amendment filed June 29, 1993; effective September 28, 1993. Amendment filed January 21, 1994; effective May 31, 1994. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed January 26, 2004; effective May 28, 2004.

0520-2-4-.15 RENEWAL OF ADMINISTRATOR LICENSES.

- (1) Beginning Administrator A and B Licenses.
 - (a) A beginning administrator license is renewable upon application.
- (2) Professional Administrator License.
 - (a) A professional administrator license is renewable upon application.

Authority: T.C.A. §§49-1-302 and 49-5-108. **Administrative History:** Original rule filed November 3, 1993; effective March 30, 1994. Amendment filed May 28, 1999; effective September 28, 1999.